

DEPARTMENT OF GENERAL SERVICES  
Records Management Division

SCHEDULE  
NO.

M-35

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RECORDS RETENTION AND DISPOSAL SCHEDULE

City of Greenbelt

Administration

AGENCY

DIVISION

Item No.	Description	Retention
	The Administration category includes those files and records pertaining to elected officials (Legislative), Administrative (Executive), Advisory (Citizen Boards and Committees).	
	<u>TYPE OF RECORD</u>	
1.	Tapes - audio record of council meetings.	Permanent record to be microfilmed. Destroy paper copies after verification of film and retain microfilm for permanent record. Transfer to MD State Archives for preservation when no longer required by City.
2.	Minutes - Council meetings.	
3.	Ordinances	
4.	Charter Resolutions.	
5.	Council Packets.	
6.	Administrator's subject files: Letters received and sent on variety of subjects; Memos sent to staff on wide range of topics; Information brochures received.	Retain for 5 years, then destroy.
7.	Election Survey	"
8.	Election Forms	"
9.	Election Certification	"
10.	Election Workers	"
11.	Voter Registration	"
12.	Councilmatic Redistricting	"
13.	Press Releases of 1978-1982	"
14.	Correspondence regarding G.H.I. Rehabilitation of 1978.	"
15.	Correspondence regarding Personal Property Taxes of 1949-1974.	"
16.	Correspondence with Charlestowne Village property owners.	"
17.	Correspondence of 1979 Public Ethics Law.	"
18.	Correspondence on Garden Plots of 1979.	"
19.	Correspondence to Maryland Municipal League.	"
20.	Correspondence to Public Technology.	"
21.	Correspondence on National Guard.	"

Schedule Approved by Department,  
Agency, or Division Representative

Schedule Authorized by

4/2/90 *B.R. Dryfel* Dir. of Admin.  
Services  
Date Signature Title

4/2/90 *Shawle*  
Date State Archivist

**RECORDS RETENTION AND DISPOSAL SCHEDULE**  
(CONTINUATION SHEET)

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Item No.	Description	Retention
22.	Correspondence on Youth Center Addition.	Retain for 5 years, then destroy. " " " " " " " " " " "
23.	Correspondence with P. G. County Schools.	
24.	Plans-Permits for Eleanor Roosevelt High School.	
25.	Correspondence on Greenbelt Fire Company.	
26.	Correspondence on Mobil Oil Station.	
27.	Correspondence on MD Housing Rehabilitation.	
28.	Correspondence relating to Greenbelt Lake.	
29.	Correspondence for individual housing at Green Ridge House.	
30.	Correspondence with Elderly Housing Committee regarding Green Ridge House.	
31.	Recreation - Playground Survey	
32.	Recreation - Proposed Indoor Tennis	
33.	Recreation - Correspondence on Indoor Pool	
34.	Financial Disclosures	Retain while person holds office & five years thereafter, then destroy.
35.	Correspondence on building of Green Ridge House.	Record to be micro-filmed. Destroy paper copies after verification of film and retain microfilm for 25 years, then destroy.
36.	Correspondence on Parcel "B" side of Green Ridge House.	
37.	Correspondence on Land Acquisition.	
38.	Correspondence on Awards and Special Functions.	
39.	Copies of I.C.M.A. Newsletters.	Retain for five years, then destroy. "
40.	Correspondence (General).	
41.	Cable T.V. proposals and correspondence.	
42.	Bowie annexation and study.	Permanent record to be micro-filmed. Destroy paper copies after verification of film and retain microfilm for permanent record. Transfer to MD State Archives for preservation when no longer required by City.